

MFASIS ACCOUNTING SYSTEM

SYSTEM INTRODUCTION

REFERENCE GUIDE TO ONLINE FEATURES

Transaction Operations

Document Action Line Fields:

Function
Document ID/Batch ID
User ID
Status
Organization
Date/Time
Line Numbers

Data Entry Mode

Used to enter data. No system edits will be performed during the data entry session.

Use the <**Tab**> key to move through fields.

Use the <**Enter**> key to continue document on the next screen.

To begin a new document in a batch, type **N** in the **FUNCTION** field, type the new document identifier in the **DOCID** field, and press the <**Enter**> key.

Other functions that can be used during the data entry session are listed below.

<u>Function</u>	<u>Description</u>
CL	Copy Line
DL	Delete Line
+ n	Move forward n lines (where n is a numeric value)
- n	Move backward n lines (where n is a numeric value)

Once data entry is complete you may either edit the batch/document, place the batch/document on hold, save the batch/document (this action will automatically schedule the batch/document for offline processing), schedule the batch/document for offline processing, or cancel (discard) the batch/document. These functions are listed below. Note the associated function keys listed under the header **Fn**.

<u>Function</u>	<u>Fn</u>	<u>Description</u>
EB		Edit Batch
ED	1	Edit Document
HB+		Hold Batch
H+	3	Hold Document
Q	1	Edit Document
SB		Schedule Batch for Offline Processing
S	6	Schedule Document for Offline Processing
SE		Save Document
X		Cancel and Discard Batch/Document

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Correction Mode

Used to change a previously entered document.

Use the <Enter> key to move to the next screen.

The functions that can be performed in Correction Mode are listed below.

Note the associated function keys listed under the header **Fn**.

<u>Function</u>	<u>Fn</u>	<u>Description</u>
-		
EB		Edit Batch
ED	1	Edit Document
Q	1	Edit Document
V		Verify Document
AB+		Approve Batch
A+	2	Approve Document
AB-		Unapprove Batch
A-	12	Unapprove Document
A?		Show Approvals
SB		Schedule Batch for Offline Processing
S	6	Schedule Document for Offline Processing
HB+		Hold Batch
H+	3	Hold Document
SE		Save Document
X		Cancel and Discard Batch/Document
DB		Mark Batch for Deletion
D		Mark Document for Deletion
UDB		Unmark Batch for Deletion
UD		Unmark Document for Deletion
CL		Copy Line
DL		Delete Line
I		Insert Line
+ <i>n</i>		Move Forward <i>n</i> Lines (where <i>n</i> is a numeric value)
- <i>n</i>		Move Backward <i>n</i> Lines (where <i>n</i> is a numeric value)
TB		Go To Top of Batch
BB		Go To Bottom of Batch
T	7	Go To Top of Document
B		Go To Bottom of Document
FL	11	First Screen of Document Lines
LL		Last Screen of Document Lines
ND	9	Go To Next Document in Batch
PD		Go To Previous Document in Batch
Z		Zoom to Specified Screen
E	5	End Session

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View Mode

Used to view previously entered documents without modifying them.

Use the <Enter> key to move to the next screen.

The functions that can be performed in View Mode are listed below.

Note the associated function keys listed under the header **Fn**.

<u>Function</u>	<u>Fn</u>	<u>Description</u>
-		
EB		Edit Batch
ED	1	Edit Document
Q	1	Edit Document
AB+		Approve Batch
A+	2	Approve Document
AB-		Unapprove Batch
A-	12	Unapprove Document
A?		Show Approvals
SB		Schedule Batch for Offline Processing
S	6	Schedule Document for Offline Processing
HB+		Hold Batch
H+	3	Hold Document
SE		Save Document
X		Cancel and Discard Batch/Document
+ <i>n</i>		Move Forward <i>n</i> Lines (where <i>n</i> is a numeric value)
- <i>n</i>		Move Backward <i>n</i> Lines (where <i>n</i> is a numeric value)
TB		Go To Top of Batch
BB		Go To Bottom of Batch
T	7	Go To Top of Document
B		Go To Bottom of Document
FL	11	First Screen of Document Lines
LL		Last Screen of Document Lines
ND	9	Go To Next Document in Batch
PD		Go To Previous Document in Batch
Z		Zoom to Specified Screen
E	5	End Session

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MFASIS Transactions

The following table lists the MFASIS transaction codes:

MODULE/SUBSYSTEM	TRANS CODE	TRANSACTION
M		
Budgeting	AL	Allotment
	AP	Appropriation
	TA	Transfer of Appropriation
Expenditures & Disbursements	CX	Check Cancellation
	PV	Payment Voucher
Revenues & Receivables	CR	Cash Receipt
	NF	Non-Sufficient Funds
	RE	Receivable
	RM	Receivable Credit Memo
	WO	Write Off
Purchasing	PO	Purchase Order
	RQ	Requisition
General Accounting	JV	Journal Voucher
Grants	FM	Federal Aid Master
	FX	Federal Aid Charge
Project	PJ	Project Master
	PX	Project Charge
Fixed Assets	FA	Fixed Asset Acquisition
	FB	Fixed Asset Betterment
	FC	Fixed Asset Change
	FD	Fixed Asset Disposition
	FS	Fixed Asset Sale
	FT	Fixed Asset Transfer

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Master Table Inquiry

Action	Description
A	Add entry or entries
B	Go Back to screen from which the last Leaf action was performed
C	Change existing data
D	Delete entry or entries
E	End MTI session
G	Get entry or entries (must provide full key)
H	Leaf to Help screen
L	Leaf to a default screen or a specified screen and start scanning using corresponding data from the current screen
M	Display More messages
N	Go to screen specified in the SCREEN field and clear the screen
P	Pause and suspend processing, save screen for resuming session later
R	Refill the screen with the next set of records
S	Scan table starting with key values as specified on the first line
T	Scan table starting with the first record (top)
X	Clear the screen except for the key fields on the first line of the screen
Y	Clear the screen completely
Z	Initiate a new MTI session and go to screen specified in the SCREEN field, while saving the current session
<	Display the previous screen
>	Display the next screen

MFASIS Screens

The following is a list of all of the MFASIS screen identifiers broken down by functional category. Examples of all of the screens can be found in Section III, *Master Tables*.

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MFASIS MASTER TABLE DIRECTORY

BUDGETING

System Maintained

Table Name	Code	Table Name	Code
Allotment	EALL	Expense Budget Summary	EESM
Appropriation	EAPP, EAP2	Revenue Budget	REVB, REV2
Expense Budget	EEXP, EEX2		

DISBURSEMENTS

<u>Reference</u>		<u>System Maintained</u>	
Table Name	Code	Table Name	Code
Agency Contact	ACON	Check Number	CKNO
Automated Disbursement Parameters	ADIS	Warrant Reconciliation	WREC
Check Category	CCAT	Vendor Income	VINC
Electronic Funds Transfer	EFTT, EFT2		
EFT Type	EFTA		

EXPENDITURE ACCOUNTING

Reference

Table Name	Code	Table Name	Code
Vendor	VEND, VEN2, VEN3	Recurring PV	REPV
		Vendor Sort Name by Vendor	VNA2
		Vendor Sort Name	VNAS
Vendor Text	VTXT	Vendor Name	VNAM

System Maintained

Table Name	Code
Open Requisition	OPRQ
Open Purchase Order Header	OPOH
Open Purchase Order Line	OPOL
Open PO by Document Number	OPOD
PO by Account Distribution	POAC
Open Payment Voucher Header	OPVH
Open PV Line	OPVL
Open PV by Document Number	OPVD
Open PV by Vendor Name	OPVV
Open Payment Vouchers by Appropriation	OPVA
Open Payment Vouchers by Check Number	OPVC
Open Vendor Invoice Header	OVIH
Payment Voucher Scheduling	SCHD

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GENERAL ACCOUNTING

Reference

Table Name	Code	Table Name	Code
Account Type	ACCT	Accounting Period	APRD
Fiscal Year	FSYR	Fund	FUND, FUN2
Fund Type	FTYP	Fund Group	FDGP
Agency	AGCY, AGC2	Fund/Agency	FAGY, FGY2
Organization	ORGN, ORG2	Sub-Organization	SORG
Activity	ACTV, ACT2	Object	OBJT, OBJ2
Object Class	OCLS	Object Type	OTYP
Sub-Object	SOBJ	Balance Sheet Account	BACC, BAC2
Revenue Source	RSRC, RSR2	Revenue Class	RCLS
Revenue Type	RTYP	Revenue Group	RGRP
Sub-Revenue Source	SREV	Bank Account	BANK
General Reporting Category	GRPT	Reporting Category	RPTG
Recurring JV	REJV	Daily Accounts	DACC

System Maintained

Table Name	Code
Balance Sheet Account Balance	BBAL
Document Control	DCTL

REVENUE and RECEIVABLE ACCOUNTING

Reference

Table Name	Code	Table Name	Code
Billing Profile Collection	BPCC	Billing Profile	BPRO
Cycle		Billing Rate	BRTE
Customer Text	CTXT	Customer	CUST, CUS2
Alternate Customer Code	CUSA	Customer Name	CUSN
Dunning Message	DUNN	NSF Account Definition	NFAD
Potentially Uncollectible REs	PUNR	Open Receivable Text	RETX
Revenue Options	ROPT	Statement Hold	STHD
Third Party Billing	TPAR	Third Party/Customer	TPCU
Unit of Measure	UNIT		

System Maintained

Table Name	Code	Table Name	Code
Customer Document	CDOC	Customer Credit History	CUSC
Customer Financial History	CUSF	Open Receivable Header	OREH
Open Receivable Line	OREL	Open REs by Customer	OREC
Open REs by Due Date	ORED	Payment Detail	PDET
Printed Receivable	PRRE	Recurring Receivable	RERE
Statement	STMT		

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FIXED ASSETS

Reference

Table Name	Code	Table Name	Code
Acquisition / Disposition	FADM	Fixed Asset Group Location	FAGL
Threshold Dollars	FATD	Fixed Asset Type	FATP
Fixed Asset Group	FGRP	Fixed Asset Group Class	FGCS
Fixed Asset Location Class	FLCS	Fixed Asset Location Category	FLCT
Fixed Asset Location	FLOC		

System Maintained

Table Name	Code
Fixed Assets by Agency, Location	FAAL
Fixed Assets by Building, Room, Location	FABR
Fixed Assets by Type, Descriptions	FADF
Fixed Assets by Location	FALO
Generated FA Transaction	FAPV
Fixed Asset Summary	FAS1, FAS2
Fixed Assets by Type, Serial Number	FASN
Fixed Asset User Fields	FAUF
Fixed Asset Betterment	FBT1, FBT2
Fixed Asset Location by Category, Class	FLCV
Fixed Asset Location by City/Town	FLSV
Fixed Asset Location by Town, Street	FLTS

GRANTS MANAGEMENT

Reference

Table Name	Code	Table Name	Code
Federal Aid Inference	FAIT	Federal Aid Status	FAST
Federal Agency	FEAG		

System Maintained

Table Name	Code	Table Name	Code
Agency Federal Aid	AGFA, AGF2	Federal Aid Budget Line	FBLT
Government-Wide	GVFA	Federal Aid	FFFY
Federal Aid		Federal Fiscal Year	

PROJECT MANAGEMENT

Reference

Table Name	Code	Table Name	Code
Project Phase	PRPH	Project Status	PRST

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System Maintained

Table Name	Code	Table Name	Code
Agency Project	AGPR	Project Budget Line	PRBL, PRB2
Entity-Wide Project	ENPR	Project Fiscal Year	PFYT

OTHER

Reference

Table Name	Code	Table Name	Code
Calendar Date	CLDT	System Control Options	SOPT, SOP2
System Special Accounts	SPEC	Suspense File	SUSF, SUS2
Year End Account Code Crosswalk	YACC		